



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1336.1B

Code 0100

1 June 1997

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1336.1B

From: Commanding Officer

Subj: ROUTING OF SPECIAL REQUEST CHITS AND LEAVE REQUESTS FOR
ACTIVE DUTY PERSONNEL

Encl: (1) Special Request Chit Routing Matrix

1. Purpose. To publish procedures for the routing of special request and leave chits for Naval Hospital active duty personnel.

2. Cancellation. NAVHOSP29PALMSINST 1336.1A.

3. Background. Enclosure (1) provides a ready reference regarding the levels of command for special request and leave chits.

4. Policy. Chits will be routed through appropriate Watchbill Coordinators and the Plan of the Day Coordinator at least three working days before effected date. Requests that are checked No under the Recommended Approval column must still be forwarded up the chain to the person holding final Approval/Disapproval authority, per enclosure (1).

5. Action

a. All Directors, Department Heads and Supervisors shall follow the routing sequence as contained in enclosure (1).

b. All Watchstanders requesting changes must ensure chit is routed through appropriate Watchbill and Plan of the Day Coordinators at least three working days before effective date or possibly face denial of chit.

6. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.

7. Forms. NAVPERS 1336/3, Special Request Chit, and Leave Request/Authorization, NAVCOMPT Form 3065, are available through Central Files.

R. S. KAYLER

Distribution:
List A

NAVHOSP29PALMSINST 1336.1B
1 June 1997

RECOMMENDATION AND APPROVAL/DISAPPROVAL MATRIX
FOR SPECIAL REQUEST AND LEAVE CHITS

	CCC	IMMEDIATE SUPERVISOR	DEPT HEAD	DIRECTOR	CMC	XO	CO	OOD/ CDO	COMPT	WATCHBILL COORD
LEAVE										
Enlisted Regular leave <u>less than</u> days		R	A							Required to initial
Enlisted Regular Leave <u>more than 30</u> <u>days</u>		R	R	R	R	A				Required to initial
Enlisted Terminal Leave	I	R	R	R	R	A				Required to initial
Enlisted Emergency Leave <u>Funded</u>		R	R	R	R	A		A(1)	I	Initial dur wkday
Enlisted Emergency Leave <u>Unfunded</u>		R	A					A(2)		Initial dur wkday
Excess Leave (in the hole) Officer or Enlisted		R	R	A	R Enl Only					Required to initial
Officer Regular Leave <u>less than 30</u> <u>days</u>		R	A For DivO & below	A For Dept Hd		A For Dir				Required to initial
Officer Regular Leave <u>more than 30</u> <u>days</u>		R	R	R		A				Required to initial
Officer Terminal Leave		R	R	R		A				Required to initial
Officer Emergency Leave <u>Funded</u>		R	R	R		A		A(1)	I	Initial dur wkday
Officer Emergency Leave <u>Unfunded</u>		R	R	A				A(2)		Initial dur wkday
Convalescent Leave Officer/Enlisted <u>less than 14 days</u>		R	A					A(2)		Required to initial
<u>Conv Leave more than 14 days</u>		R	R	A						
<u>Maternity Leave 42 days</u>		R	R	A						
SPECIAL LIBERTY										
Officer/Enlisted 1 day Spl Liberty		R	A							
3 day Spl Liberty		R	A							
Command Sponsored 4 day Spl Liberty (Awarded for SOQ, OOQ, O/S PRT Leave 4 day Spl Liberty other than above		R	A							
		R	R	R		R	A		I	
PAY AND ALLOWANCES										
Commutated Rations		R	R	R	R	R	A		I	
Officer/Enlisted Spl Pay/Adv Pay <u>Not incl Dr. bonus</u>		R	R	A					I	

A(1) Attempts to contact Executive Officer
A(2) After normal working hours

Enclosure (1)

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RECOMMENDATION AND APPROVAL/DISAPPROVAL MATRIX
FOR SPECIAL REQUEST AND LEAVE CHITS

	CCC	IMMEDIATE SUPERVISOR	DEPT HEAD	DIRECTOR	CMC	XO	CO	ED/ TRNG	MANPWR	WATCHBILL COORD
ADVANCEMENTS										
E2 TO E3		R	R	R	A					I
SCHOOL REQUEST										
Off-Duty		R	R	R	R (Enl)			A		
"C" School	R	R	R	R	A					
OTHER REQUESTS										
Reenlistments/ Extensions of PRD/EAOS	R	R	R	R	R (Enl)	A				I
Fleet Reserve	I	R	R	R	R	A				I
Lost ID Card		R	R	A*	I (Enl)					
Change of Watch						A**			I	A
Inter Hospital/ Dept Transfer		R	R	A						I
SRB in authorized Fiscal Year (FY)					I (Enl)	A				
SRB before anniv date					I (Enl)	A				
Funded									COMPT	
TAD		R	R	R		A			R	
Authorization Orders				A		A				
Separation/PCS Date & Leave	R	R	R		I (Enl)					
After hours Civ employment		R	R	R	R	R	A			
Nonfunded Education		R	A							
Move off base E6 and below		R	R	R	A					
Request Mast		I	I	I	I	I	A			
Substitute									SR EXAM BD MBR	
Adv Exam Req		R	R	R		R	A			R
A(1) Attempts to contact Executive Officer. A(2) After normal working hours. A* For lost ID Card member also has to get a MCAGCC Form from Manpower and obtain signatures from different offices on base before being issued a new ID Card. A** Chit must be routed through appropriate Watchbill Coordinator and Plan of Day Coordinator at least 3 working days prior to effected date.										

Enclosure (1)